



**Maine Department of Transportation**  
**Open Competitive**  
**Vacancy Announcement**  
**Office Associate II**

Bulletin 13-67

**CODE:** 6542

**RANGE:** 13

(\$25,958.40 – \$36,358.40)

**Value of State-paid Health & Dental Insurance – Effective July 1, 2013**

\$358.71 bi-weekly: Less than or equal to \$30,000.00–5% Employee Contribution of Premium

\$340.52 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00–10% Employee Contribution of Premium

**Value of State's share of employee's retirement: 17.07 % of pay**

**SEARCH OPENED:** 08/08/13

**CONTACT:** Jean Higgins

**CLOSING DATE:** 08/23/13, 4:30 pm

**TELEPHONE:** (207) 624-3675

**POSITION TYPE:** Permanent full-time **LOCATION:** Augusta **POSITION #:** 02500-0270

**BUREAU/DIVISION:** Environmental Office

**JOB DESCRIPTION:** This position is responsible for administrative support for MaineDOT's Environmental Office. The position requires operation of office equipment and knowledge of office processes and diverse clerical functions. Work can be complex and varied, requiring established skill sets and independent decision-making skills on appropriate processes to follow, information to process, and actions to take in accordance with standard procedures. Specific tasks include creating and using varied correspondence formats; routine secretarial duties such as completing work schedules, arranging appointments or meetings, arranging travel/lodging and reviewing documents to respond to requests, office phone coverage including directing incoming calls to appropriate staff or other offices or agencies, as necessary; tracking performance evaluation schedules; receiving and greeting visitors; processing invoices, journals and purchasing; and serving as primary clerical support to the office Director. Applicant must possess excellent communication skills, adaptability to shifting priorities and customer focus.

**MINIMUM QUALIFICATIONS:** In order to qualify, you must have training, education or experience in office and administrative support work that demonstrates 1) competency in applying a solid knowledge of modern office practices to perform complex, varied office support tasks and 2) the ability to use independent decision-making on the appropriate processes to follow, information to process and actions to take in accordance with standard procedures.

**SELECTION PROCESS:** This posting may not allow time for employees not already on the register to be scored and placed on the register. **This is an "Apply Now" application method found at ([http://www.maine.gov/bhr/state\\_jobs/open\\_jobs.shtml](http://www.maine.gov/bhr/state_jobs/open_jobs.shtml)).** Employees on the register that are interested in this location but have not indicated so on their application may do so by calling the Bureau of Human Resources at 624-7761. This may or may not place them in the top six candidates, depending on their raw standing on the register. Qualified candidates will be certified to this Department from the existing register at the State Bureau of Human Resources. Internal transfers (those already in the above classification for MaineDOT) who are interested in an interview may contact **Jean Higgins, 207-624-3675** to be interviewed along with certified candidates.

PLEASE NOTE: AN EMPLOYEE WHO TRANSFERS TO A POSITION IN THE PRO/TECH, SUPERVISORY, OR ADMINISTRATIVE SERVICES BARGAINING UNITS OF MSEA MUST REMAIN IN THAT POSITION A MINIMUM OF SIX (6) MONTHS BEFORE HE/SHE IS ELIGIBLE TO APPLY FOR ANOTHER TRANSFER. THIS REQUIREMENT DOES NOT APPLY TO SEASONAL EMPLOYEES

**MAY BE REPRODUCED TO SATISFY BULLETIN BOARD DISTRIBUTION**

**The Maine Department of Transportation is an Affirmative Action/Equal Opportunity Employer**